



Town of Highland Beach

Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community, and visitors alike.

The following information is guidance for preregistration for Zoom or telephone participation, and for viewing and providing public comments at the meeting:

ZOOM PARTICIPATION:

Online or Telephone Access – Access to the meeting will begin on the date and time of the meeting.

- To Join Meeting: All interested persons **must preregister** to participate by contacting Town Clerk Lanelda Gaskins at publiccomments@highlandbeach.us or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.**).
- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.

For additional information on using Zoom, please visit Zoom Support by click on the following link: <https://support.zoom.us/hc/en-us>.

Viewing Only - To view the meeting, preregistration is not required. The public can view the meeting on the following:

- Highland Beach TV Channel 99 online streaming on the Town's website and via Highland Beach YouTube at <https://www.youtube.com/channel/UCTAGr8WCa44Y3Q2Bb6UN2mw>.

PROVIDING PUBLIC COMMENT:

Persons desiring to provide public comments must do so by one of the methods listed below. Public comments will be limited to five minutes (three minutes for special Commission meeting items only) per person during the designated section of the agenda. If an interested person desires to provide written public comment, all comments must be directed to Lanelda Gaskins, Town Clerk as follows:

TO SEND COMMENTS IN ADVANCE VIA EMAIL:

- To submit public comments, click on the link <https://mmportal6.teamunicode.com/> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or
- Submit your comments to publiccomments@highlandbeach.us.
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.

- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comment.

Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.

AGENDA

FINANCIAL ADVISORY BOARD REGULAR MEETING



Thursday, October 27, 2022 AT 11:30 AM

TOWN OF HIGHLAND BEACH, FLORIDA

3614 S. OCEAN BOULEVARD

HIGHLAND BEACH, FL 33487

Telephone: (561) 278-4548

Website: www.highlandbeach.us

TOWN HALL COMMISSION CHAMBERS

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF THE AGENDA**
5. **PUBLIC COMMENT** *(limited to three (3) minutes per speaker)*
6. **APPROVAL OF MINUTES**
 - A. July 07, 2022
 - August 23, 2022
7. **UNFINISHED BUSINESS**
 - A. None
8. **NEW BUSINESS**
 - A. Third Quarter Financial Report - David DiLena, Finance Director
 - B. Consideration and approval of the 2023 proposed Financial Advisory Board Meeting Schedule.
9. **BOARD MEMBERS REPORT**

10. ANNOUNCEMENTS

October 27, 2022 -5:00 - 7:00 P.M. Food Truck Event

November 01, 2022 -1:30 P.M. Town Commission Meeting

November 02, 2022 - 9:30 A.M. Natural Resources Preservation Advisory Board Regular Meeting

November 09, 2022 -1:00 P.M. Code Enforcement Board Regular Meeting

November 09,2022 - 6:00 P.M. Public Meeting Accessory Marine Facility Regulations

November 10, 2022 - 9:30 A.M. Planning Board Regular Meeting

November 10, 2022 - 6:00 P.M. Public Meeting Accessory Marine Facility Regulations

December 07, 2022 - 6:00 P.M. Public Meeting Accessory Marine Facility Regulations

11. ADJOURNMENT

Any person that decides to appeal any decision made by the Financial Advisory Board with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record including testimony and evidence upon which the appeal is based. (State Law requires the above Notice. Any person desiring a verbatim transcript shall have the responsibility, at his/her own cost, to arrange for the transcript.) The Town neither provides nor prepares such record. There may be one or more Town Commissioners attending the meeting.

In accordance with the Americans with Disabilities Act (ADA), persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at (561) 278-4548 within a reasonable time prior to this meeting in order to request such assistance.

File Attachments for Item:

A. July 07, 2022

August 23, 2022



TOWN OF HIGHLAND BEACH TOWN FINANCIAL ADVISORY BOARD REGULAR MEETING MINUTES

Town Hall / Commission Chambers
3614 South Ocean Boulevard
Highland Beach, Florida 33487

Date: July 07, 2022
Time: 11:30 AM

1. CALL TO ORDER

Chairperson Stern called the meeting to order at 11:33 A.M.

2. ROLL CALL

Member Edward Kornfeld
Member David Goldberg
Member Mitchell Pakler
Member Richard Greenwald
Vice Chairperson Ronald Reame (joined virtually at 11:40 A.M.)
Chairperson David Stern
Town Clerk Lanelda Gaskins

ABSENT

Member Peter Weiner

ADDITIONAL STAFF PRESENT

Finance Director David DiLena
Town Manager Marshall Labadie

3. PLEDGE OF ALLEGIANCE

The Board Members led the Pledge of Allegiance to the United State of America.

4. APPROVAL OF THE AGENDA

MOTION: Greenwald/Kornfeld - Moved to approve the agenda as presented, which passed unanimously 5 - 0.

5. PUBLIC COMMENT

There were no public comments.

6. APPROVAL OF MINUTES

A. May 09, 2022

MOTION: Goldberg/Pakler - Moved to approve the minutes, which passed unanimously 5 - 0.

7. UNFINISHED BUSINESS

A. None.

8. NEW BUSINESS

A. Nomination Chairperson and Vice Chairperson to serve one year, ending June 07, 2023

Chairperson Stern called for a motion to continue the current Chairperson and Vice Chairperson in their present positions.

MOTION: Goldberg/Kornfeld - Moved to nominate the two officers in their current positions, which passed unanimously 4 to 0.

B. Proposed Operating Budget Presentation for Fiscal Year 2023 - Finance Director DiLena

Town Manager Labadie and Finance Director DiLena presented comprehensive PowerPoint slides highlighting the Proposed Operating Budget for Fiscal Year 2023.

Member Pakler left the meeting at 12:31 p.m.

The Board Members were satisfied with the Proposed Operating Budget as presented.

Mayor Hillman asked the Board Members for their input on this plan. He asked, "should we stay with the plan which basically zeros out and slightly drop off a little bit on the millage (holding operating millage) and dropping the debt service millage a little bit, or should we drop the operating millage rate a little bit and pledge some reserves?"

Chairperson Stern, Members Greenwald and Kornfeld, and Vice Chairperson Reame suggested leaving (as is) according to the plan as presented.

C. Presentation of Comprehensive Annual Financial Report for Fiscal Year Ending September 30, 2021

Finance Director DiLena presented the Annual Financial Report.

9. BOARD MEMBERS REPORT

There were no reports.

10. ANNOUNCEMENTS

Chairperson Stern read the announcements as follows:

August 02, 2022 - 1:30 P.M. Town Commission Meeting

August 04, 2022 - 12:00 P.M. Town Commission Special Meeting

August 16, 2022 - 1:30 P.M. Town Commission Meeting

August 18, 2022 - 2:00 P.M. Financial Advisory Board Regular Meeting (Tentative)

11. ADJOURNMENT

The meeting adjourned at 1:05 P.M.

APPROVED at the October 27, 2022, Financial Advisory Board Regular Meeting

David Stern, Chairperson

ATTEST:

Transcribed by: Lanelda Gaskins and
Latonda Gillion

Ganelle Thompson,
Administrative Support Specialist

Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the event of the meeting. Verbatim audio/video of this meeting can be found on the town's Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com/>.



TOWN OF HIGHLAND BEACH TOWN FINANCIAL ADVISORY BOARD REGULAR MEETING MINUTES

**Town Hall / Commission Chambers
3614 South Ocean Boulevard
Highland Beach, Florida 33487**

**Date: August 23, 2022
Time: 11:30 AM**

1. CALL TO ORDER

Chairperson Stern called the Financial Advisory Board Workshop meeting to order at 11:30 A.M. He explained that due to the lack of a physical quorum the board will not make any recommendations or motions, the meeting will consist of discussion only.

2. ROLL CALL

Member Peter Weiner (Virtually)
Member David Goldberg
Member Mitchell Pakler (Virtually)
Member Richard Greenwald
Member Edward Kornfeld (Virtually)
Vice Chairperson Ronald Reame (Virtually)
Chairperson David Stern
Administrative Support Specialist Ganelle Thompson

ADDITIONAL STAFF PRESENT

Finance Director David DiLena
Assistant Town Manager Eric Marmer
Building Official Jeff Remas

3. PLEDGE OF ALLEGIANCE

The Board Members led the Pledge of Allegiance to the United State of America.

4. APPROVAL OF THE AGENDA

Chairperson Stern mentioned that due to the lack of a physical quorum it was not necessary to approve the agenda.

5. PUBLIC COMMENT

Steven Parks of 4408 S Ocean Blvd was present and provided comments about the interlocal agreement.

Jack Halpern of 4511 S Ocean Blvd provided comments about the interlocal agreement.

Commissioner John Shoemaker provided comments about the interlocal agreement.

6. APPROVAL OF MINUTES

A. July 07, 2022

The July 07, 2022 minutes have been tabled and will be added to the next meeting agenda.

7. UNFINISHED BUSINESS

8. NEW BUSINESS

A. Interlocal Agreement between the Town of Highland Beach and the Town of Gulf Stream for Building Department services

Chairperson Stern read the title of item 8A.

Building Official Jeff Remas presented a PowerPoint Presentation explaining the proposed Interlocal Agreement between the Town of Highland Beach and the Town of Gulf Stream for Building Department code services.

Finance Director DiLena provided financial information concerning the interlocal agreement.

Town Manager Labadie provided additional comments about improving service with the addition of the interlocal agreement.

At the conclusion of the presentation, a discussion took place in which the majority of the Board Members expressed agreement with the interlocal agreement. Chairperson Stern asked if long-term financial impact was looked at. Finance Director DiLena responded with an explanation of why it was not necessary to do more than a year study.

Member Goldberg was not one hundred percent on board with the agreement but mentioned if the Town could find a way to use the \$200,000 profit from the agreement with Gulfstream that it might be a good compromise.

The Board Members discussed how this agreement will positively impact the level of service that residence of Highland Beach receive.

The Board Members discussed the possibility of increasing the liability insurance and passing the increase in premium cost over to Gulf Stream to pay. Finance Director DiLena mentioned that this was something that could be done.

B. Year-to-date Financial Report

Finance Director DiLena presented the year-to-date financial report.

C. FY 2023 Employee Health Insurance Renewal

Assistant Town Manager Eric Marmer provided information on the FY 2023 Employee Health Insurance Renewal. Member Peter Weiner asked about a new federal law in place to lower premiums. Town Manager Marshall Labadie responded that he would get clarification and send a formal response.

Finance Director DiLena provided a PowerPoint Presentation on the Preliminary FY 2023 Budget increases.

9. BOARD MEMBERS REPORT

There were no Board Member reports.

10. ANNOUNCEMENTS

August 25, 2022 - 12:00 P.M. Town Commission Special Meeting

September 05, 2022 - Town Hall Closed in Observance of Labor Day

September 06, 2022 - 1:30 P.M. Town Commission Meeting

September 06, 2022 - 5:01 P.M. Town Commission Special First Public Hearing
Budget Meeting

September 08, 2022 - 9:30 A.M. Planning Board Regular Meeting

September 13, 2022 - 1:00 P.M. Code Enforcement Board Regular Meeting

September 21, 2022 - 5:01 P.M. Town Commission Special Second Public Hearing
Budget Meeting

11. ADJOURNMENT

The meeting adjourned at 1:12 P.M.

APPROVED at the October 27, 2022, Financial Advisory Board Regular Meeting

David Stern, Chairperson

ATTEST:

Transcribed by: Ganelle Thompson

Ganelle Thompson,
Administrative Support Specialist

Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the event of the meeting. Verbatim audio/video of this meeting can be found on the town's Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com/>.

File Attachments for Item:

A. Third Quarter Financial Report - David DiLena, Finance Director



BUDGET TO ACTUALS

100%

TOWN OF HIGHLAND BEACH FLORIDA BUDGET vs REVENUE & EXPENDITURE REPORT

Revenues

Line No	Fund/Dept	Budget	Budget To Sept 31, 2022	Actuals Up To Sept 31, 2022	Budget vs Actuals		Notes
					\$ Var	% Var	
1	General Fund						
2	Ad Valorem Rev	\$ 9,580,365	\$ 9,580,365	\$ 9,623,432	\$ 43,067	0.4%	
3	Intergovt Rev	441,900	441,900	534,362	92,462	21%	Strong FL Economy
4	Franch & Comm Tax Rev	1,026,000	1,026,000	991,389	(34,611)	-3%	Gap will close by year end
5	Charges for Service	590,000	590,000	624,271	34,271	6%	Gap will close by year end
6	Fines & Forfeitures	10,700	10,700	6,577	(4,123)	-39%	High budget number
7	Interest Rev	82,500	82,500	6,682	(75,818)	-92%	Reduced Investment activity
8	Rent & Misc Rev	869,000	869,000	945,326	76,326	9%	Low budget number
9	Other Sources	-	-	52,100	52,100	100%	Loan Proceeds to Cover Closing Cost
10	Reserves	642,908	-	-	-	0%	NO Reserves Needed
11	Sub-Total	<u>13,243,373</u>	<u>12,600,465</u>	<u>12,784,139</u>	<u>183,674</u>	1%	
12	Disc Sales Tax Fud	525,000	525,000	314,584	(210,416)	-40%	Defer Proj to FY23
13	Building Fund	1,391,204	1,391,204	1,744,631	353,427	25%	Community continues to renovate
14	Water Fund	4,757,635	4,757,635	4,383,390	(374,245)	-8%	Less consumption then budgeted
15	Sewer Fund	2,139,675	2,139,675	2,065,571	(74,104)	-3%	Reduced consumption
16	Sub-Total	<u>8,813,514</u>	<u>8,813,514</u>	<u>8,508,176</u>	<u>(305,338)</u>	-3%	
17	Total	<u>\$22,056,887</u>	<u>\$ 21,413,979</u>	<u>\$ 21,292,315</u>	<u>\$ (121,664)</u>	-1%	

Expenditures

Line No	Fund/Dept	Budget	Budget To Sept 31, 2022	Actuals Up To Sept 31, 2022	Budget vs Actuals		Notes
					\$ Var	% Var	
18	General Fund	\$13,316,719	\$ 13,316,719	\$ 12,678,923	\$ (637,796)	-5%	
19	Town Commission	197,525	197,525	172,482	(25,043)	-13%	
20	Town Manager	642,250	642,250	555,465	(86,785)	-14%	Position Shifts
21	Town Clerk	480,216	480,216	377,863	(102,353)	-21%	Open Positions
22	Finance	569,333	569,333	513,601	(55,732)	-10%	Lower Software Cost than Budget
23	Legal	185,000	185,000	110,134	(74,866)	-40%	Use of less legal service
24	Public Works	334,913	334,913	284,808	(50,105)	-15%	Lower expenses than budgeted
25	Post Office	133,050	133,050	113,697	(19,353)	-15%	Lower expenses than budgeted
26	Shared Support	443,690	443,690	456,268	12,578	3%	Slightly higher shared exp
27	Police	2,897,992	2,897,992	2,637,869	(260,123)	-9%	Open Positions
28	Fire Rescue	5,425,325	5,425,325	5,542,248	116,923	2%	Low budget number
29	Solid Waste	488,180	488,180	411,165	(77,015)	-16%	Lower expenses than budgeted
30	Library	424,800	424,800	408,886	(15,914)	-4%	Lower expenses than budgeted
31	Transfers Out	1,094,445	1,094,445	1,094,436	(9)	0%	
32	Sub-Total	<u>13,316,719</u>	<u>13,316,719</u>	<u>12,678,923</u>	<u>(637,796)</u>	-5%	
33	Discretionary Sales Tax Fund	595,119	595,119	268,762	(326,357)	-55%	Defer Proj to FY23
34	Building Fund	1,406,159	1,406,159	1,281,603	(124,556)	-9%	Lower expenses than budgeted
35	Water Fund	4,926,197	4,926,197	4,155,761	(770,437)	-16%	Reduced Capital Proj Expenditures
36	Sewer Fund	2,206,523	2,206,523	1,376,269	(830,254)	-38%	Reduced Capital Proj Expenditures
37	Sub-Total	<u>9,133,999</u>	<u>9,133,999</u>	<u>7,082,394</u>	<u>(2,051,604)</u>	-22%	
38	Total	<u>\$22,450,718</u>	<u>\$ 22,450,718</u>	<u>\$ 19,761,317</u>	<u>(2,689,400)</u>	-12%	

\$ 1,530,998



ACTUALS BY FUND

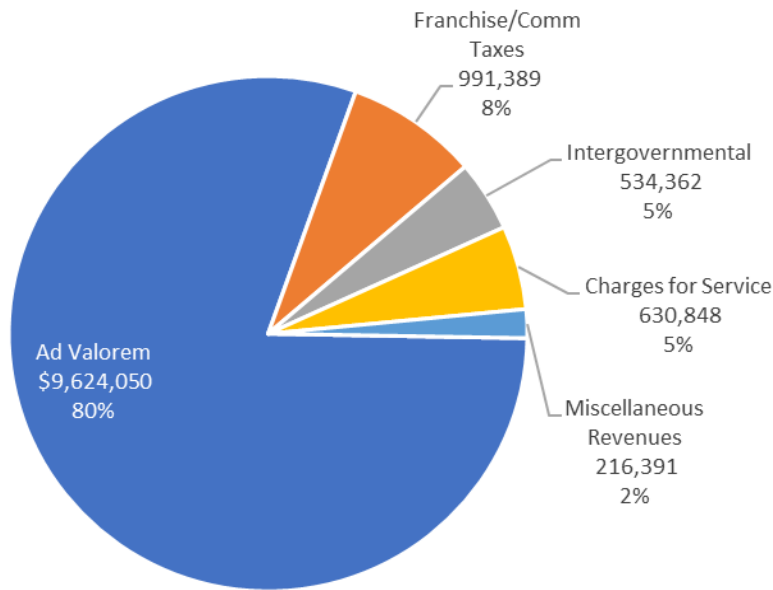
TOWN OF HIGHLAND BEACH FLORIDA ALL FUNDS SUMMARY REPORT FOR SEPTEMBER 30, 2022

Line No	Estimated Revenues	Disc Sales					Total
		General Fund	Tax	Building Fund	Water Fund	Sewer Fund	
1	Taxes:						
2	Ad Valorem	\$ 9,624,050					\$ 9,624,050
3	Franchise/Comm Taxes	991,389					991,389
4	Intergovernmental	534,362	314,360				848,722
5	Charges for Service	630,848		1,688,589	2,834,379	1,370,646	6,524,463
6	Miscellaneous Revenues						
7	Interest Earned	6,065	224	1,046	2,330	1,494	11,158
8	Other	133,468					133,468
9	Rents & Leases	76,858					76,858
10	Total Revenues	\$ 11,997,039	\$ 314,584	\$ 1,689,635	\$ 2,836,709	\$ 1,372,140	\$ 18,210,107
11	Other Resources:						
12	ARPA	-	-	-	287,241	693,431	980,672
13	Inter-Fund Transfers - IN	735,000	-	54,996	1,259,440	-	2,049,436
14	Debt Proceeds	52,100	-				52,100
15	Appropriated use of Reserves	-	-	-	-	-	-
16	Total Sources	\$ 12,784,139	\$ 314,584	\$ 1,744,631	\$ 4,383,390	\$ 2,065,571	\$ 21,292,315
		-	-	-	-	-	-
Expenditures, Uses							
17	General Government	\$ 2,710,675					\$ 2,710,675
18	Public Safety	8,127,494		1,028,060			9,155,553
19	Culture / Recreation	408,886					408,886
20	Public Works	284,808					284,808
21	Enterprise Funds (Utilities)	-			1,879,851	1,067,804	2,947,655
22	Capital Outlay		268,762	68,543	191,114	88,465	616,884
23	Debt Service	-	-	-	1,534,796	-	1,534,796
24	Total Expenditures	\$ 11,531,863	\$ 268,762	\$ 1,096,603	\$ 3,605,761	\$ 1,156,269	\$ 17,659,257
25	Other Uses						
26	Debt Service	52,624	-	-	-	-	52,624
27	Inter-Fund Transfers - OUT	1,094,436	-	185,000	550,000	220,000	2,049,436
28	Total Appropriated Expenditures & Uses	\$ 12,678,923	\$ 268,762	\$ 1,281,603	\$ 4,155,761	\$ 1,376,269	\$ 19,761,317
29	Net	\$ 105,216	\$ 45,822	\$ 463,029	\$ 227,629	\$ 689,302	\$ 1,530,998
		-	-	-	-	-	-
	From	To	Amount				
30	Building Fund	General Fund	185,000	Cover OH Allocation			
31	Water Fund	General Fund	550,000	Cover OH Allocation			
32			735,000				
33	Sewer Fund	Water Fund	220,000	Cover Water Dept portion of Sewer Activity			
34	General Fund	Water Fund	1,039,440	Debt Service in Ad Valorem Taxes			
35			1,259,440				
36	General Fund	Building Fund	54,996	Building Dept Portion of Zoning & Review Activity			
37	Total Transfers		2,049,436				

Fund Balance / Net Position						
Description	General	Building	Non-Major	Water	Sewer	Total
Beginning Balance	\$10,587,578	\$1,571,329	\$ 621,603	\$3,386,184	\$2,654,554	\$18,821,248
Projected						
Increase/(Decrease)	105,216	463,029	45,822	227,629	689,302	1,530,998
Ending Balance	<u>10,692,794</u>	<u>2,034,358</u>	<u>667,425</u>	<u>3,613,813</u>	<u>3,343,856</u>	<u>20,352,246</u>
Restrictiion						
Budget Stabilization	2,043,458	234,829	99,385	822,675	368,489	3,568,836
Disaster Recovery	2,043,458	234,829	99,385	822,675	368,489	3,568,836
Debt Service	-	-	-	388,643	-	388,643
Fire Rescue	4,000,000	-	-	-	-	4,000,000
Total Restricted	<u>8,086,916</u>	<u>469,657</u>	<u>198,770</u>	<u>2,033,993</u>	<u>736,979</u>	<u>11,526,314</u>
% Restricted	76%	23%	30%	56%	22%	57%
Total Unrestricted	<u>2,605,878</u>	<u>1,564,701</u>	<u>468,655</u>	<u>1,579,820</u>	<u>2,606,877</u>	<u>8,825,932</u>
% Unrestricted	24%	77%	70%	44%	78%	43%
Total Restr/Unrestr	<u>\$10,692,794</u>	<u>\$2,034,358</u>	<u>\$ 667,425</u>	<u>\$3,613,813</u>	<u>\$3,343,856</u>	<u>\$20,352,246</u>

General Fund Revenue

General Fund Revenue Sources



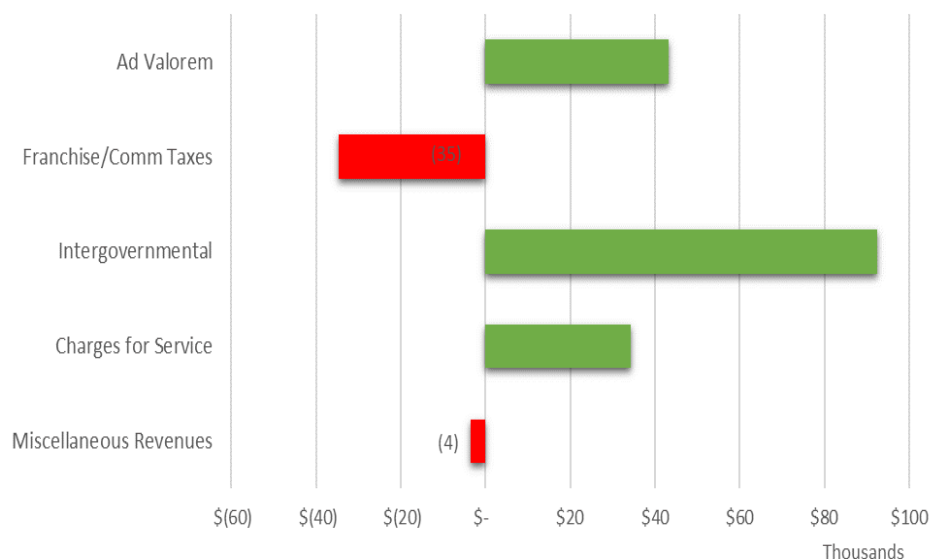
While the Finance & Accounting Department of the Town of Highland Beach wraps up the fiscal year 2022, we can start reporting some final (unaudited) figures. Ad Valorem Tax Revenue continues to represent 80% of the overall General Fund Revenues (excluding transfers), followed by Franchise & Communication Tax Revenue at 8%, Charges for Services (Garbage, Lien Search, and related charges) at 5%, and Intergovernmental Revenues (Based on the overall health of Florida Economy) at 4%. Other

revenues, including Miscellaneous and Inter-Fund Transfers, represent 8% of the overall General Fund revenue sources.

General Fund Revenue vs Budget

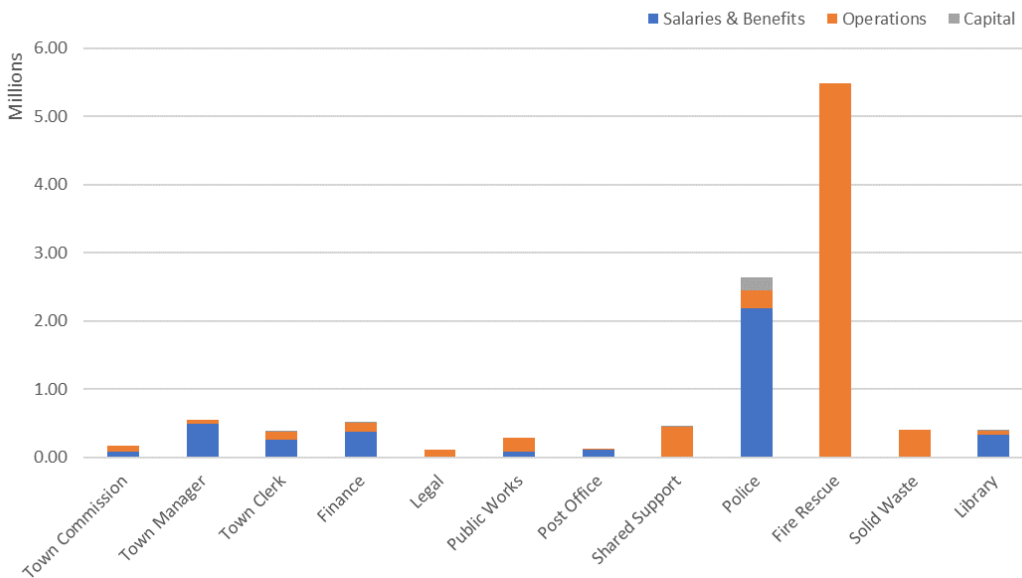
General Fund Revenue exceeded the budget by \$131,574 (excluding other financing sources). Intergovernmental Revenues exceeded our budget estimate by \$92,462 primarily due to the continued health and strength of the Florida economy. Ad Valorem Tax Revenue and Charges for Services (Garbage & Lien related activities) exceeded our budget estimates by a combined \$77,338. Miscellaneous, Franchise, and Communication Tax Revenues ended the fiscal year slightly under budget by (\$38,226).

GF Budget Vs Actuals - Revenues



General Fund Expenditure

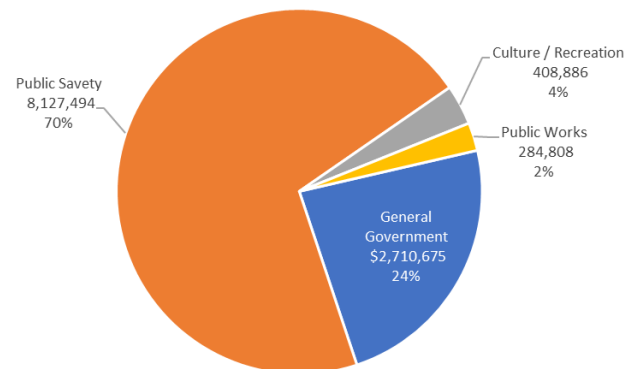
GF Department Breakdown of Expenditures - Actuals FY2022



General Fund Expenditure (Excluding Transfers) totaled \$11.5 million for FY2022 (Unaudited) as compared to the prior year of \$11.2 million or an increase of 2.6% which was attributed to an overall price and general contract increases throughout the year.

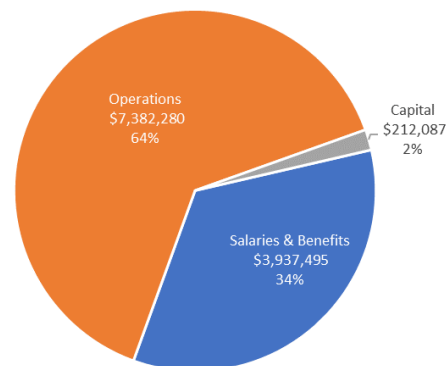
Public Safety (Police and Fire Departments) continues to represent 70% of the total General Fund expenditures and General Government expenditures (Town Commission, Town Manager, Finance, Town Clerk, Legal, Post Office, Shared Support, and Solid Waste) range from 22% to 24% for FY2022 as compared to the prior year.

Functions of General Fund - Actual Expenditures FY2022



The breakdown of General Fund Expenditures between Salaries & Benefits, Operations, and Capital remained relatively consistent. Operational expenses (Insurance, Supplies, Materials, etc) ranged from 63% to 64%, Salaries & Benefits from 34% to 36%, and capital expenditures ranged from 1% to 2% of the total General Fund Expenditures compared to the prior year.

Breakdown of Department Expenditures- Actual FY2022



General Fund Expenditure vs Budget

General Fund expenditures are under budget by \$637,788 for FY2022 (Unaudited). Most departments operated below or within the budget except for Fire Rescue and Shared Support Services. Increases in the contract with

GF Department Budget vs Actuals FY2022

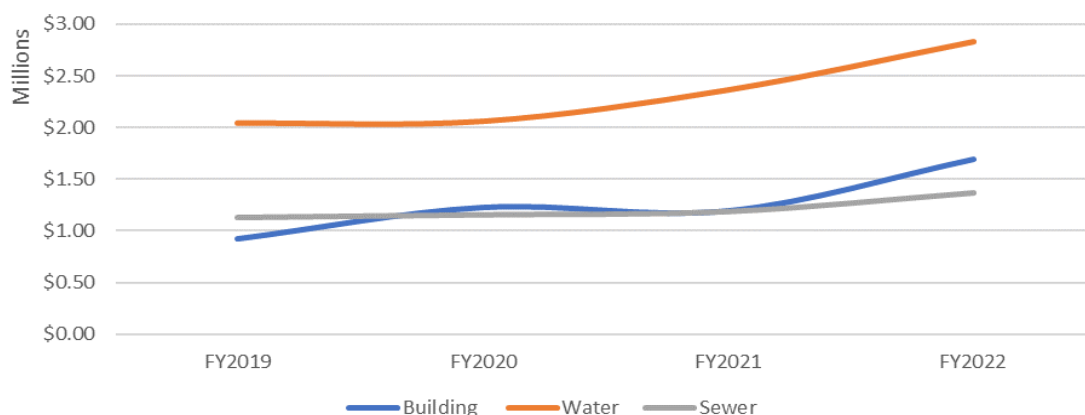


Delray Beach for Fire related services were below the budgeted need for this line item and the hiring of the new Fire Chief at the beginning of September was not budgeted and therefore caused this department to exceed the budget. Shared Support Services was slightly over budget for Utility Services relating to the internal Water and Sewer Expenditures not included within the budget.

(Remainder of the page is blank)

Building, Water & Sewer Fund Revenue

Building, Water & Sewer Revenues



- Building Fund revenue continues to grow as improvements across the town continue to pick up the pace. Based on an Average Annual Growth Rate, Building Fund revenues (excluding any transfers in) have grown at a rate of 22% since FY2019
- Water Fund revenues (excluding any transfers in or ARPA Funds) have grown at a rate of 11% since FY2019 primarily due to rate increases as recommended by rate consultants to keep up with the rate of inflation and customer demand.
- Sewer Fund revenues (excluding any transfers in or ARPA Funds) have grown at a rate of 7% since FY2019 primarily due to rate increases as recommended by rate consultants to keep up with the rate of inflation and customer demand.

Building, Water & Sewer Fund Revenue vs Budget

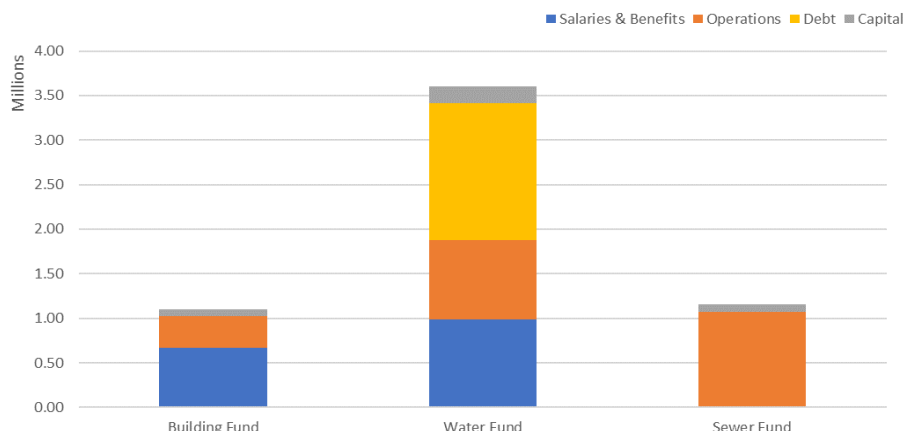
The Building Fund continues to exceed budgeted revenue estimates due to the continued improvements across the town. September was a record month in terms of revenues with the addition of the Gulf Stream ILA. The Water and Sewer Funds revenues as compared to the budget finalized below budget estimates, but we are closing the gap with the approved rate increases in October of 10% and 12% respectively.

Building, Water & Sewer Funds Budget Variance \$ - Revenues



Building, Water & Sewer Fund Expenditure

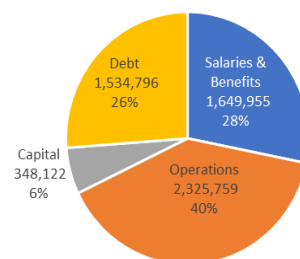
Building, Water & Sewer Breakdown of Expenditures



Total Other Fund Expenditure (Excluding Transfers out) totaled \$5.9 million for FY2022 (Unaudited) as compared to the prior year of \$6.2 million or a decrease of 6.1% primarily as a result of reduced capital expenditures during FY2022.

Operational expenses (Insurance, Supplies, Materials, etc) continue to represent 40% of expenses followed by Salaries & Benefits representing 28% of expenditures mainly driven by the Water Funds 24 hours 7days per week of operational monitoring by staff. Debt Service remains constant and is projected to decrease by \$369K in FY2024

Breakdown of Other Funds Expenditures - Actual FY2022



Building, Water & Sewer Fund Expenditure vs Budget

Building, Water & Sewer Funds Budget Variance \$ - Expenditures - Actual FY2022



Building, Water & Sewer Funds settled below the budget limitations as of September 2022. The funds were under budget by \$124,556, \$770,437 and \$830,254 respectively. The Water and Sewer Funds were below our budget estimates primarily due to reduced capital projects activity during the fiscal year.

File Attachments for Item:

B. Consideration and approval of the 2023 proposed Financial Advisory Board Meeting Schedule.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Financial Advisory Regular Meeting

MEETING DATE 10/27/2022

SUBMITTED BY: Jaclyn DeHart, Administrative Support Specialist

SUBJECT: 2023 PROPOSED FINANCIAL ADVISORY BOARD MEETING DATES

SUMMARY:

This item is before the Financial Board members to discuss the below 2023 proposed meeting dates, which will be held on the fourth Thursday of each quarter at 11:30 A.M.

The meeting dates are as follows:

FINANCIAL ADVISORY BOARD MEETING DATES

- January 26, 2023
- April 27, 2023
- May 25, 2023, (Organizational Meeting)
 - July 27, 2023
- October 26, 2023

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDATION:

Staff recommends approval of the proposed 2023 Financial Advisory Board meeting dates.